

sender's address  
on the top  
right-hand side

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date on the  
right-hand  
side

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an informal  
greeting, e.g.  
'Dear'... or 'Hello'...

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an introduction  
that sets out  
the purpose of  
the letter

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more details are  
given in next  
paragraph(s)

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a conclusion finishes  
the letter or sets out  
what the sender wants  
the recipient to do next

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ends with  
'from', 'best  
wishes' or 'love'

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capital letter  
to punctuate a  
sentence

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capital letter  
for people

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capital letter  
for places

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capital letter  
for days  
of the week

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capital letter  
for the personal  
pronoun 'I'

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full stop

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ideas and  
sentences  
joined with the  
conjunction 'and'

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common exception  
words spelt  
correctly

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compound word

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prefix 'un' used

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plurals spelt  
correctly

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adding suffixes  
-ing -ed -er to  
a verb

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adding suffixes  
-er or -est to an  
adjective

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question mark

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exclamation  
mark

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adjective to  
describe and  
add detail

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